



AIR CADET LEAGUE OF CANADA

BOG Meeting ROPs

June 20, 2013

MEETING INFORMATION

Meeting Date: June 20th 2013
Start Time: 1300-1600
Location: AGM Charlottetown PEI
Purpose: Scheduled Meeting

ATTENDANCE

Edgar Allain	Present	Darlene LaRoche	Present
Don Berrill	Present	Lloyd MacIntyre	Present
Chantal Boily	Present	Keith Mann	Present
Bob Burchinshaw	Present	Gary Pinsent	Absent
Don Doern	Present	Bob Robert	Present
Ken Higgins	Present	John Scott	Present
Tom Holland	Present	John Walker	Present
Fred Johnsen	Absent	Tom White	Present
Sarah Matresky	Present Executive Director		

1. Administration

1.1. President's Opening Remarks – K. Higgins

K. Higgins welcomed everyone to the meeting of the Board of Governors in PEI. He thanked everyone for their participation.

1.2 New Items for the Agenda

K. Mann added 4.4 75th Anniversary

1.3 Approval of the Agenda

MOVED BY: L. MacIntyre

SECONDED: D. Berrill *that the Agenda be approved as amended.*

1.4 Approval of Record of Proceedings – BOG May 15 2013

MOVED BY: K. Mann

SECONDED: B. Robert *that the ROPs be approved as presented.*



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2. Information

2.1. President's Report – K. Higgins

K. Higgins indicated that his full report was included in the meeting book. He discussed a few housekeeping items.

2.2. Executive Directors' Report – S. Matresky

S. Matresky briefly explained the new governance structure proposed by the Director of Cadets. She added that the new structure has not been decided but that they are favouring a centralized model. She will circulate the organizational chart upon her return to Ottawa. The SSO position has been eliminated from D Cds. We will continue to deal with Maj. Caron for Air Cadet issues and LCol. Therrien will remain our contact for flying. S. Matresky participated in the Advanced Training reviews recently conducted to find cost savings for the cadet program. Two League members participated by phone. No decisions have been made as the Minister indicated that there would be no cuts to the program for this year.

2.3. Finance Committee Report – J. Walker

J. Walker presented the Audited Financial Statements. He also gave an overview of the budget and indicated that several committees were looking for an increase in funds. It was also anticipated that at the AGM there would be a request to lower the cadet assessment fee.

3. Business Arising

3.1 Renewal Plan/CRS Report

K. Higgins indicated that all Governors and PC Chairs received a Renewal Plan proposal in their meeting package. It is not to be distributed or copied as it has not been officially released by the Minister. D. Berrill asked where concerns could be addressed and K. Higgins indicated that the Admiral will give a briefing on the subject to the BOG and PC Chairs before the Saturday AGM.

Discussion ensued about thoughts on CRS report. K. Mann had reservations about the plan and D. LaRoche commented that the League needs to be proactive and not reactive when dealing with this matter once it is made public. It was agreed that the BOG needs to formulate an official position in response to the report before it is released. S. Matresky asked that by July 5th, each Governor submit what they feel the ACL's position should be in 150 words or less. She will then compile the information and formulate a position to be approved by the BOG to best answer the question (when raised) – 'How does the League feel about the report?' BOG members can then take an official position and give a prepared summarized answer.

3.2 Advanced Training Review Update

This item was covered in the ED's report above.

3.3 Governors' Handbooks

S. Matresky indicated that new handbooks would be presented to the elected slate of Governors at the conclusion of the AGM with all of the material and information needed to Govern at the National Level. Items in the binder include meeting dates, self-evaluations, board evaluations, a skills audit, and meeting dates. New this year is a Confidentiality Agreement that the BOG will be requested to sign and submit. It has been modeled after the one created for Ontario.



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4. Committee Reports

4.1 Aviation Committee

J. Elias reported that the Letter of Intent - Purchase, Registration & Disposal of Aircraft in the Air cadet Gliding Program (ACGP) has been signed. He added that ATAC was also present during the Aviation Committee meeting earlier in the day.

The Aviation Committee is tasked to produce for the 2013 SAM a business case for the future for flying in the Air Cadet program in the event the gliding budgets were to be cancelled (as was announced March 23, 2013 by D Cadets).

J. Elias asked the BOG to approve a budget of 60k for the participation and attendance for League Committee members as required at meetings between now and the 2013 SAM. The budget includes the cost of bringing in approximately 10 people to Toronto area for a two night, three day workshop and also includes the fees for hiring a consultant. E. Allain anticipates that the consultant's fees would be modest.

MOVED BY: E. Allain

SECONDED: C. Boily *that a budget not to exceed \$60k be approved for the Aviation Committee's work between now and the SAM 2013. The \$60k includes money for a particular consultant, recommended by E. Allain to assist the committee.*

4.2 Public Relations Committee

D. LaRoche reported that the committee will change its name to 'Communications Committee'. News articles will now be put up on the website under a new tab. She added that a Facebook page has been created for the International Exchange taking place in Alberta. Information will be posted to the page daily.

4.3 IACE Committee

L. MacIntyre indicated that his report was circulated with the supporting material and he had nothing further to add at this time as additional items were covered in the PR report. There will be 88 foreign cadets on Exchange this year.

4.4 75th Anniversary Committee

K. Mann gave a presentation on the work his committee did Wednesday night. There will be three major events: A poster contest scheduled for the Fall of 2014; A National Capital Region parade for the Spring of 2015; A National Honour Band performance for the Fall of 2016.

5. New Business

5.1 Screening and Registration Proposal

F. Johnsen was unable to attend the meeting and therefore K. Mann presented the Validation Proposal for Screening and Registration. Annually the National Screening Coordinator will do a randomized selection (10%) of the SSCs' using a table of random numbers generated by a computer. The National Screening Coordinator pulls the SSC information and makes the comparison with the database and request the Provincial/Territorial Committee (P/TC) Chair or Provincial Coordinator to confirm the results with an actual squadron visit. Desired scenario = no discrepancy, all screened and registered. The National Screening Coordinator then provides a Validation Status report semi-annually to the President and Board of Governors.

5.3 Petty Cash Agreement

S. Matresky presented the Petty Cash policy for internal use at the National Office. It was drafted by the Auditors to ensure the proper checks and balances are in place.

MOVED BY: D. LaRoche

SECONDED: D. Berrill *that the Petty Cash policy be approved as presented.*

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6. Conclusion

6.1 Reports of the Vice-Presidents

Nothing further.

6.2 Good and Welfare of the Air Cadet League

D. LaRoche indicated that Governor Fred Johnsen is doing well post-surgery and recently received a Fire Safety Award from the Lt. Gov. of Alberta.

6.3 Date and Time of the Next Meeting:

Wednesday September 11, 2013 1900 Eastern by Teleconference